

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-105 **Issue Date:** 08-01-13 **Closing Date:** 08-14-13

Accounting Manager
Revenue Department
Department of Administration
Hourly Wage: \$22.59/Full-Time/Regular

Incumbent will be responsible for Incumbent will be responsible for the financial management of federal contracts and associated accounts, including contract compliance and maintenance. Bookkeeping duties incorporate all elements of contract administration to include reconciling ledgers, expenditure tracking, cuff accounting and preparing financial documents. Financial documents include monthly and quarterly reports, purchase orders, journal entries and travel authorizations. The position also includes standard secretarial and clerical duties including the preparation, processing, routing and filing of correspondence, time sheets, personnel and related documents.

Knowledge, Skills and Abilities:

- Knowledge of JD Edwards accounting software with ability to generate travel advances, obligations, purchase orders and various reports.
- Knowledge of accounting principles, theories, concepts and terms and proficiency in general bookkeeping.
- Knowledge and proficiency in computer use, specifically Microsoft Office products including: Word, Excel, Power Point, and Access.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, Agency Employees, Tribal Contractors and the general public.
- Ability to function independently with little or no daily supervision.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality enforcing YN laws as it pertains to YN Licensing refraining from dishonest or unethical behavior.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions to ensure successful development and administration of YN Licensing.
- Ability to exercise independent initiative and judgment.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in Accounting, Administration or related courses and have three (3) years bookkeeping experience with secretarial and clerical skills. OR Six years of increasing levels of professional experience and the ability to demonstrate the work in an administrative role in a multi-faceted department may be substituted for education.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check never having been convicted of a felony or misdemeanor.
- Must have a valid Washington State Driver's License with the ability to obtain a Tribal Driving permit.